

## **INSTRUCTIONS TO FILL THE NOTIFICATION OF DEMOLITION/RENOVATION FORM**

**NOTIFICATION TYPE:** Check ORIGINAL for first time notification. Check REVISED to change the removal or project schedule dates (Revisions are required for change of starting or completion date), or to change any other information in the notification. Revision of site location *requires a new notification*. CANCELLATION cancels a prior notification.

**FACILITY INFORMATION:** Name and address of the site legal owner, and name and telephone number of a contact person.

**CONTRACTOR INFORMATION:** Notifications should be filled and submitted by the contractor performing the actual removal or demolition. Each type of job, removal or demolition, requires a separate notification unless the same contractor is doing both jobs. Provide your California Contractor State License Board (CSLB) number.

**PROJECT TYPE:** Check a project description. For annual notifications and progress reports check PLANNED RENOVATIONS.

**REQUIRED BUILDING INFORMATION:** Circle Y or N answers for each question. *Surveys are required prior to renovation and demolition.* Asbestos must be removed prior to activities that may disturb it and/or prior to demolition.

**FACILITY DESCRIPTION:** Provide detailed information about the facility site and/or building(s) where the asbestos removal or demolition is to occur. DESCRIBE WORK LOCATION by providing the specific work areas within the facility or building. Example: *main lobby, Monroe Hall, kitchen of Bldg. #2, etc.*

**\*ASBESTOS DETECTION PROCEDURES:** Describe the methods and procedures used to determine whether asbestos is present at the facility, including a description of the analytical methods used.

**\*ASBESTOS AMOUNT TO BE REMOVED:** Enter the amount (in linear feet or square feet) in the boxes labeled Friable, Class I, and Class II, and add the row to calculate the TOTAL REMOVED. Fee varies according to the total asbestos amount removed. To convert linear feet to square feet multiply 3.14 times the pipe diameter times the pipe length, all in feet.

**PROJECT DATES:** The actual start and end dates of the Asbestos Removal or Demolition project. This includes set-up prior to removal. Changes of Renovation or Demolition project dates require a Revision Notification.

**\*PLANNED WORK:** Detailed description of planned demo/reno work and methods to be used.

**\*CONTROLS:** Describe the asbestos work practices and controls to be used.

**\*WASTE TRANSPORTER:** Name the company transporting the asbestos waste to a landfill or any off-site storage. **WASTE DISPOSAL SITE:** Name and address of the landfill where the waste will be sent. This includes demolition construction waste. *If the asbestos is not sent directly to a landfill after removal, give the interim storage site information.*

**ORDERED DEMOLITION:** Ordered Demolitions are legal notices issued by government agencies to demolish a facility by a given date. Send a copy of the order with the notification.

**\*EMERGENCY REMOVAL:** Give name and phone number of a person authorizing the emergency, and explain reasons.

**CONTINGENCY PLAN:** list actions to be followed if unexpected asbestos is found or non friable asbestos is rendered friable. Example: Halt work, contact proper authorities.

**TRAINING AND INFORMATION CERTIFICATION:** Use a “wet” or stamp signature to confirm that you provided the required asbestos and regulatory training to the persons at the work site, and that the information given in the notification form is complete and accurate. *The contractor doing the work must sign notifications.*

\*Asterisked information is required for asbestos removal notifications. Demolition notifications do not require this information.

**KEEP A COPY OF YOUR NOTIFICATION. STATE LAW REQUIRED THAT YOU PROVIDE A COPY OF THE DEMOLITION NOTIFICATION TO BUILDING AND SAFETY BEFORE ISSUANCE OF A DEMOLITION PERMIT. *HEALTH AND SAFETY CODE §19827.5.***

## **GENERAL INFORMATION**

**SURVEY REQUIREMENT:** Asbestos surveys are required prior to renovation and demolition. Asbestos must be removed prior to activities that may disturb it. All asbestos must be removed prior to demolition.

**NOTIFICATION REQUIREMENTS:** Notifications shall be postmarked *ten (10) working days prior* to starting any asbestos removal that is equal to, or more than 100 square feet or *any* demolition. Notifications should be submitted and signed by the asbestos or demolition contractor performing the removal and/or demolition job. Notifications without signature(s) will be returned. Renovations without asbestos do not require notification.

**FEE REQUIREMENT:** Rule 301(R) requires all notifications to be submitted with appropriate fees. *Fees are per notification and are not refundable.* Notifications submitted without appropriate fees will be returned to sender, deemed incomplete, and referred to the compliance unit. Renovations or Demolitions conducted without a valid notification are subject to local and federal enforcement. Cancellation of notifications and removal projects less than 100 square feet are exempt from fees, other requirements may apply.

**REVISIONS:** Update the notifications as necessary, pencil in the changes, highlight the reason for the revision on the notification, and fax it to the District at (661) 723-3450. Changes in asbestos amount of 20% or more of the notified amount require a revision and a fee for the additional amount if applicable. Fees are per notification. (See: Fax Notification Requirements).

**EMERGENCY NOTIFICATIONS:** These are for immediate asbestos removals due to unsafe conditions, equipment damage, unreasonable financial burden, and for Ordered Demolitions. Examples are flood, earthquake, fire, and site contamination. For emergency removals submit a letter from the person authorizing the emergency. For Ordered Demolitions submit the name, title, and authority of the State or local government representative who has ordered the demolition, the date that the order was issued, and the date on which the demolition was ordered to begin. A copy of the order shall be attached to the notification.

**FAX NOTIFICATIONS:** Fax notifications are accepted for *Emergencies, Ordered Demolitions, Electronic Notifications, and Cancellations.* Fax notifications to the District at (661) 723-3450 and postmark/mail the Original Notification with proper fees, within 48 hours of fax to AVAQMD 43301 Division St., Suite 206, Lancaster, CA 93535-4649. For Emergencies include the letter authorizing the Emergency Removal or Ordered Demolition. Cancellations do not require mail follow-up.

**DEMOLITION:** Is the wrecking or taking out of a load-supporting structural member of a facility or the intentional burning of a structure. Demolitions require a prior survey and asbestos removal. All structural Demolitions with or without asbestos require notification. Dismantling of partitions and installation of windows and doors through load-supporting walls without asbestos is exempt from notification.

**DEMOLITION BY INTENTIONAL BURNING:** Demo by fire requires a prior asbestos survey, asbestos removal notification, if any, demolition notification, Rule 444 "training burn notification" to the District @ (888) 723-8070 the day prior to burning, and conducting the training burn on a burn day. Fire departments are responsible for obtaining an asbestos clearance, copies of the demolition notification, phoning AQMD, per Rule 444, the day prior to the training burn, and coordinating with the demolition contractor to clean the site after the training burn.

**RENOVATION:** Is the removal, stripping, or altering of asbestos containing materials, and/or any activity involving the associated disturbance of asbestos in a facility. Renovations require an asbestos survey and removal prior to and activity that would disturb the asbestos. Remodeling or renovations without asbestos do not require notification.

**PLANNED RENOVATION NOTIFICATIONS (PRN):** There are two kinds of PRN: The first kind is to notify for *Nonscheduled Asbestos Removals (AKA annual notifications)*, where less than 100 square feet is removed, each time, due to equipment breakdown or maintenance requirements. Nonscheduled Asbestos Removals are expected to occur based on past experience, but no exact date can be predicted for them. These notifications account for the cumulative asbestos amounts removed from a facility in a calendar year in increments of less than 160 square feet due to nonscheduled asbestos removals. These notifications must be postmarked by December 17<sup>th</sup>. *Individual Removals of more than 100 square feet require separate notification.* The second kind is to notify for a series of *Scheduled asbestos removals* within a facility, where each removal is greater than 100 square feet. These notifications are for long-term projects and require an attachment listing the individual projects planned within the facility detailing the removal locations, contractor, dates, and asbestos amount (changes require a Revision). Planned Renovations that exceed one year in duration require annual progress reports by December 17<sup>th</sup>.